

Role profile

Job Title:	Internal Auditor	Grade:	11
Department:	Audit & Investigation	Post no.:	
Directorate:	Resources	Location:	Perceval House and Hounslow House

Role reports to:	Deputy Head of Audit
Direct reports:	None
Indirect reports:	None

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To support the provision of a professional, comprehensive and effective internal audit for the shared service Councils and other council owned companies.
- To support in the delivery of audit coverage for Ealing and Hounslow and other council owned companies.
- To carry out planned and ad-hoc internal audits to a high standard from start to finish, including a completion of a risk assessment, delivery of the fieldwork and production of a clear report summarising findings and recommendations.
- Follow-up of audit and anti-fraud recommendations.
- To meet agreed performance targets.
- The post will work between the shared services sites as necessary.

Key accountabilities

- Undertake risk-based system audit reviews, probity testing exercises and value for money studies.
- Planning and conducting audit projects under the supervision of the Senior Internal Auditors or the Deputy Head of Audit.
- To design and produce audit programmes to test key controls that mitigate risk and to plan individual audits and manage the work to ensure that audit objectives are fully covered within the planned time budgets.

- To carry out audit interviews at all levels to ascertain and examine the operation of functions under review. To identify key risks in audit areas and to identify the controls that mitigate those risks. To obtain and extract sufficient relevant and reliable evidence upon which useful conclusions and recommendations can be based.
- To produce, format and collate adequate working papers to demonstrate what work has been carried out so that a person unconnected with the audit could understand the work done and to support the findings/conclusions and recommendations can be based.
- To produce clear, concise audit reports and advise officers at all levels on the adequacy of internal controls within financial and management systems and the level of residual risk remaining.
- Undertaking school audits located in Ealing and Hounslow boroughs to ensure they are financially compliant with Financial Regulations and current Government standards.
- Carry out follow up work on recommendations from audits and anti-fraud activities to ensure management implements corrective actions on a timely basis and to escalate where this is not the case.
- Any other duties reasonably requested by management.
- To carry out the duties and responsibilities of the job with due regard to all Council policies and procedures including Data Protection, Equality, Diversity and Inclusion and ensuring Health and Safety at Work.

Key performance indicators

- Delivery of internal audits within agreed timeframes and within KPIs
- Ensure work undertaken is to the appropriate quality, is accurate and reliable
- Meeting targets within performance appraisal
- Contributing to the successful delivery of the shared service objective
- Passing the relevant stages in the professional qualification undertaken

Key relationships (internal and external)

External

- Council Owned Companies
- Schools

Internal (for each Shared Service Council)

- This will include all sections of the council.

Authority level

- A key member of the Audit Shared Service team.

- Develop and managed relationships with senior council officers and shared service partners.

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

1. Acquiring and maintaining an up-to-date knowledge of internal audit standards and good practice, including the Public Sector Internal Audit standards.
2. A good knowledge of the issues, challenges and risks facing local government, including schools.
3. Sound knowledge of audit principles and risk-based auditing and how to apply this in practice.
4. Ability to deliver internal audits from start (scoping) to finish (issued of final reports) and to manage workload within agreed timescales.
5. The ability to prepare clear, concise audit reports to convey the findings and recommendations to mitigate risks.
6. Strong interpersonal skills, including the ability to build collaborative relationships and handle difficult/complex communications with a variety of stakeholders.
7. Ability to provide technical and professional advice on audit issue.
8. A sound working knowledge of Microsoft Office.

Essential qualification(s) and experience

1. Previous internal audit experience, ideally experience in a public sector role
2. 3 A levels at grades A*- C or equivalent, ideally with a degree in any discipline
3. Experience of undertaking audit assignments, including compliance reviews
4. Experience of organising and delivering an individual work plan within set timescales

5. Experience of providing advice on audit and investigation matters
6. Experience of continual improvement of service standards, customer satisfaction and performance management
7. Willingness to pursue a professional qualification such as CIA

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards